

*Miami-Dade County  
Metropolitan Planning Organization (MPO)*

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## **TITLE VI REVIEW**

# **Action Plan for Miami-Dade MPO**

*Prepared by  
the Metropolitan Planning Organization (MPO)  
for the Miami Urbanized Area  
January 2002*

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✓ Citizens' Transportation Advisory Committee (CTAC)	
✓ Transportation Aesthetics Review Committee (TARC)	
✓ Bicycle Pedestrian Advisory Committee (BPAC)	
• List of Citizens Interested in Serving on CTAC	

- B. "Public Involvement Effectiveness Evaluation Program"
  - MPO Resolution #6-02: Approving an Amendment to the MPO Prospectus for Transportation Improvements to include the Public Involvement Effectiveness Program.
  - Public Involvement Effectiveness Evaluation Program Report - November 2001
- C. "Contracting Process"
  - MPO Request for Proposals Process
  - Miami-Dade County Engineering, Architectural, Landscape Architecture and Surveying, and Mapping professional Service Certification process
- D. "List of Minorities and Female Consultants"
- E. "Affirmative Action Plan"
  - Current Plan for 2000 - 2001
  - Ordinance 98-30: Ordinance requiring certain entities contracting with the county demonstrate that their employment and procurement practices do not discriminate against minorities and women...
  - Resolution 1049-93: Resolution directing the County Manager, when considering affirmative action plans in the acquisition of professional services under section 2-10.4 of the Code, to require demonstration and documentation by each competing firm of the actions that have been taken in furtherance of and compliance with that firm's approved affirmative action plan.
  - Ordinance 82-37: Amending Section 2-10.4 of the County Code governing the acquisition of professional, architectural, engineering, landscape architectural or land surveying to require that the County Manager consider each firm's Affirmative Action Plan as one of the factors in selecting firms that are deemed most highly qualified; providing severability, inclusion in the code and an effective date.
- F. "Social Equity Study for the LRTP"
  - Tentative Scope of Services for FY 2003 Unified Planning Work Program (UPWP)
- G. "Highlights of the MPO Board Meeting held on January 31, 2002"
  - MPO Resolution # 9-02: Approving the Title VI Review Action Plan for Miami-Dade MPO
  - Photo Gallery and Statements

## SECTION I: MPO ORGANIZATION

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### A. GOAL

To maintain membership composition in the Citizens' Transportation Advisory Committee (CTAC) that represents the demographics of the citizenry of Miami-Dade County.

### B. OBJECTIVES

1. To increase Hispanic representation on the CTAC.
2. To fill all existing vacancies on the committee.
3. To promote better citizen participation at CTAC meetings.

### C. EVALUATION CRITERIA

#### 1. Performance Measures

- a. Percentage by demographics.
- b. Percentage of active members.

#### 2. Performance Standards (Goals)

- a. Percentage of:
  - Hispanic 40%
  - Caucasian 30%
  - African-American 20%
  - Other 10%
- b. Active Members 75%

### D. CURRENT ACTIONS

1. At every MPO Board meeting, there is a standing item on the agenda which shows CTAC vacancies.
2. On a monthly basis, a report is distributed to all MPO members with names, addresses telephone numbers and resumes of individuals who have expressed interest in becoming members of CTAC. See Appendix "A".

## **E. PROPOSED ACTIONS**

1. Written communication will be established with MPO Board members to notify them of CTAC vacancies and the importance of filling their vacancies.
  - a. The “Vacancy Report”, which is a standing MPO Board agenda item listing CTAC vacancies, will be modified to include a demographic breakdown of CTAC’s current membership composition. This will give the Board members a feel as to the demographic disparity that currently exists on the committee.
  - b. Periodic advertisement of CTAC vacancies in Haitian and Hispanic newspapers.
  - c. Additionally, better advertise CTAC meetings to encourage better public participation.

## **F. ESTIMATED COMPLETION TIME**

This is a continuing activity. A Quarterly Progress Report will be prepared.

## **G. POTENTIAL ISSUES AND CONCERNS**

1. MPO staff may recommend candidates but appointments are made by MPO Board Members.
2. Commitment of CTAC members in actively participating in the process.
3. Continuity of membership may become a concern considering that CTAC members terms of office are parallel with that of the appointing MPO Board Members’ term.

## **H. PARTNERS**

1. Citizens’ Transportation Advisory Committee (CTAC)
2. MPO Governing Board Members
3. MPO Secretariat

## **I. ADDITIONAL RESOURCES AND NEEDS**

No additional resources or funding is needed.

## **SECTION II: MPO DOCUMENTATION**

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### **A. GOAL**

To develop better documentation efforts related to Title VI and to implement a mechanism to evaluate the MPOs public involvement activities.

### **B. OBJECTIVES**

1. To develop and maintain a compendium of minority and low-income communities contacts which will be used for setting up presentations and hearings in said communities and to be included as a part of the MPO's mailing database
2. Implement a formal mechanism to determine the effectiveness of the public involvement program.

### **C. BACKGROUND**

1. Implement a formal mechanism to determine the effectiveness of the public involvement program

The Public Involvement Effectiveness Evaluation process will guide the MPO in the development of successful project specific public involvement plans based on the established goals, performance indicators and performance targets applicable to a particular project. Additionally, evaluation tools will identify when public activities should be evaluated and how improvement strategies can be incorporated into ongoing and future public involvement efforts. For every public involvement activity, there will be an established evaluation program. This program was adopted and incorporated into the MPO Prospectus on Transportation Improvement at the MPO Governing Board meeting of January 31, 2002. Copy of the Resolution and the Report are attached. See Appendix "B".

### **D. PERFORMANCE MEASURES**

Performance measures for the PIP Evaluation Program, refer to Appendix "B".

### **E. DESCRIPTION OF ACTIONS**

1. A compendium which will document the MPO's outreach efforts as they relate to minority and transit-dependent and senior citizen populations in Miami-Dade County. In the meeting held on January 31st, the Board decided to use the term transit-dependent instead of low-income population. This term includes all persons affected by transit services, without segregating them by income levels.
2. Implement the Public Involvement Effectiveness Evaluation Program for the MPO's required work products as well as specific planning studies.

#### **F. ESTIMATED COMPLETION TIME**

1. Develop compendium of Title VI activities:

The compendium will be developed within 60 days. However, the document will continually be supplemented with new Title VI activities.

2. Implement the Public Involvement Effectiveness Evaluation Program

Ninety (90) days

#### **G. POTENTIAL ISSUES AND CONCERNS**

None

#### **H. PARTNERS**

1. MPO Secretariat
2. FDOT Dist VI

#### **I. ADDITIONAL RESOURCES AND NEEDS**

1. Implement a formal mechanism to determine the effectiveness of the public involvement program

A staff assistant position to the Public Involvement Manager has been approved. This staff person will assist in developing and managing various PIP evaluation programs.



## **SECTION III: MPO CONTRACTS**

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### **A. GOAL**

To provide information to FHWA that demonstrate the participation of minority and female consultants in the contracting process.

### **B. OBJECTIVE**

To submit to FHWA the required information.

### **C. PERFORMANCE MEASURES**

Evidence is being submitted as part of this document.

### **D. DESCRIPTION OF ACTIONS**

A package of information will be prepared with the requested evidence, including:

1. Contracting Process. See Appendix "C".
2. List of minority & female consultants. See Appendix "D".
3. Affirmative Action Plan for the County. See Appendix "E".

### **E. ESTIMATED COMPLETION TIME**

Documents included.

### **F. POTENTIAL ISSUES AND CONCERNS**

Currently, the MPO uses the procedures established in the County to comply with Federal, State and Local regulations. If this is not sufficient, additional MPO administrative procedures will be established to maintain compliance.

## **G. PARTNERS**

1. Department of Business Development (DBD)
2. Department of Procurement
3. MPO Secretariat

## **H. ADDITIONAL RESOURCES AND NEEDS**

None at this time.

# **SECTION IV: PUBLIC INVOLVEMENT**

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## **A. GOAL**

To provide additional opportunities to the community to participate in the MPO programs and activities.

## **B. OBJECTIVE**

1. To establish specific public involvement programs for the Long Range Transportation Plan (LRTP), the Transportation Improvement Program (TIP), the Unified Planning Work Program (UPWP), etc.
2. To evaluate review time for public comment in the TIP development process.
3. Additional staff resources for Public Involvement Section of MPO.

## **C. PERFORMANCE MEASURES**

Performance measures are defined in the Public Involvement Effectiveness Evaluation Program

## **D. DESCRIPTION OF ACTIONS**

1. Public Involvement Effectiveness Evaluation Program will ensure that the MPO uses the most effective Public Involvement Process (PIP) tools and techniques to provide for public to have full and open access to MPO's plans and programs.
2. Specific public involvement processes will be developed for the LRTP, TIP, UPWP and special projects.
3. A "citizen" hosted televised/interactive public hearing will be set for the Draft TIP prior to its consideration before the MPO Governing Board. This will provide additional time for public input on the Draft TIP before going to the Board. Citizen comments will be compiled at these meetings and brought before the MPO Board for consideration at the same time of consideration of the TIP Document.
4. LRTP, TIP and UPWP information are being posted in the MPO Website.

5. A new position has been approved to assist the Public Involvement Manager with expanded PIP activities.
  6. Coordinating presentation or information at nontraditional venues such as sporting events, shopping malls and grocery stores.
  7. Continuation of effort of the Public Involvement Management Team. The Public Involvement Management Team has been formed in an effort to enhance coordination and communication among agencies involved in transportation planning, programming and operations. PIP personnel from transportation related agencies meet once a month to collaborate on issues of public involvement generally.
- 
8. Establish Citizen Guide for transportation process to be distributed at community meetings.
  9. Promote transportation fairs as a community outreach event.
  10. Establish a better communication process with major entities and organizations such as homeowner associations and other community groups like, People Acting for Community Together (PACT), to promote group's participation in the transportation planing process.
  11. Develop information video brochures to be positioned in grocery stores, libraries, community centers, etc.
  12. Establish media contacts with newspapers in major circulation in Miami-Dade County

#### **E. ESTIMATED COMPLETION TIME**

1. Annual PIP reviews will be scheduled for December 2002.
2. LRTP PIP will be developed in conjunction with the new Update of the LRTP.
3. 2003 TIP development schedule will be completed in 30 days.
4. 2003 TIP PIP will be developed in 120-days.
5. 2003 UPWP PIP will be developed in 120-days.
6. Citizen Guide will be developed in 90 days
7. Coordination of a transportation fair in 120-days
8. Video Brochures: 120 days
9. Add new staff person may take 5 months.

#### **F. POTENTIAL ISSUES AND CONCERNS**

None at this moment.

#### **G. PARTNERS**

1. FDOT
2. MPO Secretariat
3. Public Involvement Management Team
4. Miami-Dade Communications Department

## **H. ADDITIONAL RESOURCES AND NEEDS**

1. A new person is being hired to assist the MPO Public Involvement Manager.
2. Funding will have to be allocated for this new position.

## **SECTION V: PUBLIC HEARINGS**

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### **A. GOAL**

To increase public participation at public hearings.

### **B. OBJECTIVES**

1. To conduct more nontraditional outreach activities to fully engage the public in the transportation planning process. This may include transportation games and interaction tools for public meetings.
2. To plan public informational activities around nontraditional places such as grocery stores, shopping centers, sporting events, etc.
3. Use Haitian and Spanish published newspapers in circulation in Miami-Dade County to increase advertisement for people speaking languages other than English.

### **C. PERFORMANCE MEASURES**

1. Provide list of attendance of citizens that participated in the hearing.
2. Provide list of recommendations and comments made by citizens.

### **D. DESCRIPTION OF ACTIONS**

1. The MPO will develop a list of nontraditional venues and key contact personnel for those venues throughout Miami-Dade county to conduct MPO meetings and informational displays.
2. The MPO will prepare an administrative procedure to keep track of activities and actions related to providing information to citizens. This procedure will include contact lists, phone logs, meeting sign-in sheets, etc...
3. Work with Miami-Dade Communications Department to insure the use of Haitian and Spanish newspapers and community periodicals.

4. The MPO Board will schedule selected meetings at 5:00 PM to facilitate greater participation of citizens during the public hearings for the adoption of the Transportation Improvement Program (TIP) and the Long Range Transportation Plan (LRTP).

#### **E. ESTIMATED COMPLETION TIME**

1. The administrative procedure will be in place in 120 days.
2. Develop Haitian and Spanish newspaper and community periodical contacts: 90 days
3. Develop interactive tools for public meetings: 90 days

#### **F. POTENTIAL ISSUES AND CONCERNS**

None at this time.

#### **G. PARTNERS**

1. CTAC
2. MPO Secretariat
3. FDOT
4. TEAM Metro
5. Miami-Dade Communication Department

#### **H. ADDITIONAL RESOURCES AND NEEDS**

1. A new position has been approved to assist the Public Involvement Manager.
2. A major task of this new position will have this individual setting up presentations and attending the non-traditional/community meeting venues.
3. Funding will have to be allocated for this new position.

## **SECTION VI: COMMUNITY IMPACT ASSESSMENT**

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### **A. GOAL**

To implement Community Impact Assessment (CIA) strategies and techniques into the MPO planning process.

### **B. OBJECTIVES**

1. To participate in the CIA Training sponsored by FHWA.
2. To consider CIA techniques in the development and implementation of the different programs and activities included in the MPO transportation planning process.

### **C. PERFORMANCE MEASURES**

An activity has been added in the FY 2003 UPWP regarding the application of CIA techniques and strategies into the MPO's processes and programs; individual performance measures will be developed for programs and activities to be implemented under this activity.

### **D. DESCRIPTION OF ACTIONS**

1. Staff participated in the CIA Training Seminar held on November 14-16, 2001 in Fort Lauderdale.
2. Perform staff research on MPO's who have successfully implemented CIA into their plans and programs.
3. A community profile will be developed using demographics in a GIS platform. This will also include location of churches, schools, transit facilities, neighborhoods, and related information available in the GIS County System. The MPO Transportation Database Management Project

will be used to develop this community profile.

#### **E. ESTIMATED COMPLETION TIME**

The development of the Community Profile will take 6 months and the element proposed in the UPWP may take a year for completion.

#### **F. POTENTIAL ISSUES AND CONCERNS**

1. Information available in the GIS County system.
2. Completion of the MPO Transportation Database Management Project by April 2002.

#### **G. PARTNERS**

1. MPO Secretariat
2. FDOT Dist. VI

#### **H. ADDITIONAL RESOURCES AND NEEDS**

Funding could be an issue for implementing the recommended actions.

## **SECTION VII: SERVICE EQUITY**

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### **A. GOAL**

To address the distribution of benefits and impacts of the transportation investment program.

### **B. OBJECTIVES**

1. To measure the benefits and impacts of the transportation investments in the LRTP.
2. To measure the benefits and impacts of the transportation investments in the TIP.

### **C. PERFORMANCE MEASURES**

Complete the study within the time frame.

### **D. DESCRIPTION OF ACTIONS**

A study will be incorporated in the 2003 Unified Planning Work Program (UPWP) to integrate the CIA process and techniques in the development of the TIP and LRTP. See Appendix "F".

### **E. ESTIMATED COMPLETION TIME**

The study will take 18 months.

### **F. POTENTIAL ISSUES AND CONCERNS**



None at this stage.

**G. PARTNERS**

1. FDOT
2. MPO Secretariat
3. MDT

**H. ADDITIONAL RESOURCES AND NEEDS**

Funding for implementing activities and programs under the CIA process.

**LIST OF APPENDICES**

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1. Appendix "A": "List of Citizens Interested in Serving on CTAC"
2. Appendix "B": "Public Involvement Effectiveness Evaluation Program"
3. Appendix "C": "Contracting Process"
4. Appendix "D": "List of Minority and Female Consultants"
5. Appendix "E": "Affirmative Action Plan"
6. Appendix "F": "Social Equity Study for the LRTP"

# PHOTO GALLERY

**MPO Board Meeting held on January 31, 2002  
- Action Item IV.I.1 –  
Approval of the Title VI Review Action Plan for Miami-Dade County**



*Commissioners at work.*



*Audience at the meeting.*





*Dr. Jose-Luis Mesa, MPO Director and Mr. Bill Johnson, Assistant County Manager presented the Action Plan to the Board for their approval.*



*Mr. Clinton Forbes, MPO Public Involvement Manager, provided a brief overview to the Board about the proposed Action Plan.*



*Commissioner Teele reported: "I would like to state that Mr. Mesa and staff has taken this matter very seriously. They have worked very hard. I really think Mr. Mesa and his staff have earned, certainly my support and respect for the way they have gone about taking care of this. This issue has been precleared with the Feds. The real issue now is for us to make the commitment to the two 5:00 pm meetings. I realize that could be an inconvenience to other elected officials as well but I think in moving halfway or at least to a middle ground the annual Long Range Transportation Plan and the Transportation Improvement Plan should very well be held at 5:00 pm."*





*Commissioner Moss: "I had every confidence that Mr. Mesa and his staff would be up to the task to address these issues and hopefully these recommendations will do just that."*



*Commissioner Seijas: "I don't want anyone single group to be empowered to a point that the rest of the community feels that unless they belong to that one group, they have no voice. I know, that is not the intent. I respect the intent they [PACT] do have which is to help us with transportation. I also want to be sure that we send out a specific message to those who are not involved with PACT but are very much transit-dependent and certainly active in the community in other ways. I think Home Owner Associations is a best part to start with. I encourage we put as much effort in this than anything else."*



*Mayor Raul Martinez commended Board Member Teele for accepting the task of working with staff. He also commended Mr. Mesa and MPO staff in their efforts.*



*Senator Gwen Margolis, Chairperson of the Board, stated that the Senior Citizens group should be added as a part of the transportation-dependent group.*

*Chairperson Margolis opened the public hearing.*



*Opal Wheimberner from People Acting for Community Together (P.A.C.T.) thanked the MPO in their efforts to develop a Plan in accordance to Title VI. She stated that the MPO Action Plan demonstrated that there were more than one-way to engage the community. She further stated that PACT would like to commend the MPO on scheduling selective meetings at 5:00 pm and for targeting non-traditional ways to reach the Metropolitan Miami-Dade Community. She also stated that PACT looked forward to seeing this Plan in action. She concluded by stating that if the MPO adhere diligently to the Plan, the members of PACT believe the Plan would benefit all interested in the issue of public transportation.*



*Mr. Frank Hernandez, CTAC Chairperson, stressed to the Board that CTAC was their advisory committee. He further stressed that CTAC consists of volunteered citizens throughout Miami-Dade who strive to be a part of the transportation solution. He further stated that the MPO staff has offered great support and assistance to CTAC needs. He concluded by stating that CTAC encourages different organizations and agencies to attend CTAC meetings and get involved.*

*Mr. Mike Hatchet (CTAC) stated that the MPO Board has demonstrated that they appreciate their citizens through the support they offer CTAC in their attempt to resolve the transportation problems of Miami-Dade. He further stated that CTAC is part of the process in many ways, which includes being part of the Long Range Transportation Plan development process, the various subcommittees, and studies conducted. He concluded by stressing to the Board that the MPO already have a policy and process that allow citizens to get involved. He further invited PACT and other citizens to get involved in the process.*



*Chairperson Margolis closed the public hearing.*

*Board Member Teele moved for to approve the resolution. Chairperson Margolis seconded the motion. The resolution was approved unanimously.*